United Nations ST/IC/2016/14

Secretariat

1 July 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **Classification of duty stations and special entitlements for staff members serving at designated duty stations**

1. The purpose of the present information circular is to inform the staff of the classification of duty stations established by the International Civil Service Commission (ICSC) according to conditions of life and work and of the revised lists of duty stations designated by ICSC where special entitlements apply for eligible staff, as explained in paragraphs 5 to 9 below. The revised lists are set out in annexes II and III to the present circular. The revisions are effective from 1 July 2016.

I. Classification of duty stations

2. All duty stations are placed by ICSC in one of six categories: H and A to E. The H category comprises headquarters duty stations and other duty stations in similar locations where the United Nations has no developmental or humanitarian assistance programmes or in member countries of the European Union. The A to E categories comprise all other duty stations classified by order of difficulty of conditions of life and work. Annex I to the present circular contains the list of duty stations classified in the H category. Annex II contains the list of duty stations classified in the A to E categories.

Mobility incentive and hardship allowance

3. The category of the duty station where a staff member is serving and/or has served is one of the factors that determine whether the staff member is eligible for the mobility incentive and hardship allowance. It is also a factor in determining the amount of the allowance. The relevant provisions on the matter are set out in staff rules 3.13 and 3.14 and in the administrative instruction on the mobility and hardship scheme (ST/AI/2016/6).

* The present circular expires on 31 December 2016.

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Special entitlements at designated duty stations

4. The classification of duty stations in the A to E categories is linked to the special entitlements that are set out in the administrative instruction on special entitlements for staff members serving at designated duty stations (ST/AI/2016/3).

II. Duty stations at which special entitlements may apply for eligible staff

5. At duty stations classified in the A to E categories, which are listed in annex II to the present circular, one or more of the special entitlements set out in the administrative instruction on special entitlements for staff members serving at designated duty stations may apply, as indicated in paragraphs 6 to 8 below. The granting of these entitlements is subject to the conditions established in the applicable staff regulations and rules and the above-mentioned administrative instruction.

6. The category of each of the duty stations listed in annex II is indicated in the second column of the annex. At duty stations classified in the D and E categories that do not fall within the rest and recuperation framework, eligible staff are entitled to:

(a) Accelerated home leave travel, that is, home leave travel once every 12 months;

(b) An additional unaccompanied shipment entitlement of 50 kg or 0.31 m^3.

The designated duty stations where staff are entitled to accelerated home leave travel are indicated in the fifth column of annex II to the present circular.

7. The designated duty stations where eligible staff are entitled to additional education grant travel and an additional reimbursement for boarding costs under the education grant are indicated in the third column of annex II to the present circular.

8. The designated duty stations where eligible staff are entitled to additional shipment entitlements, namely, an annual shipment entitlement and a shipment on the birth or adoption of an infant, are indicated in the fourth column of annex II to the present circular.

9. A list of the countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members is shown in annex III to the present circular.

10. The present circular supersedes information circular ST/IC/2015/27.

Annex I

List of countries where duty stations are classified in the H category

(Effective 1 July 2016)

Australia	Latvia
Austria	Lithuania
Belgium	Luxembourg
Bulgaria	Malta
Canada	Netherlands
Croatia	New Zealand
Cyprus	Norway
Czech Republic	Poland
Denmark	Portugal
Estonia	Romania
Finland	Slovak Republic
France[a]	Slovenia
Germany	Spain
Greece	Sweden
Hungary	Switzerland
Ireland	United Kingdom of Great Britain and Northern Ireland
Italy	United States of America
Japan	

[a] Including Monaco.

Annex II

List of duty stations classified in the A to E categories

(Effective 1 July 2016)

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Afghanistan				
Asadabad	E	X	–	–
Badghis	E	X	–	–
Bamyan	E	X	–	–
Day Kundi	E	X	–	–
Faizabad	E	X	–	–
Farah	E	X	–	–
Faryab	E	X	–	–
Gardez	E	X	–	–
Ghor	E	X	–	–
Herat	E	X	–	–
Jalalabad	E	X	–	–
Kabul	E	X	–	–
Kandahar	E	X	–	–
K! owst	E	X	–	–
Kunduz	E	X	–	–
Lashkar Gah	E	X	–	–
Maymana	E	X	–	–
Mazar-I-Sharif	E	X	–	–
Pul-i-Kumri	E	X	–	–
Sari Pul	E	X	–	–
Shebergan, Jowzjan	E	X	–	–
Taloqan	E	X	–	–
Tirinkot, Uruzgan	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding cost*	*Additional shipment of personal effects*	*Accelerated home leave*
Albania				
Tirana	A	X (E)	–	–
Algeria				
Algiers	B	X (F)	–	–
Tindouf	E	X	–	–
Angola				
Kuito Bie	C	X	–	–
Luanda	C	X (F)	–	–
Lubango	C	X	–	–
Antigua and Barbuda				
St. Johns	A	X (E)	–	–
Argentina				
Buenos Aires	A	–	–	–
Armenia				
Yerevan	A	–	–	–
Azerbaijan				
Baku	A	X (E)	–	–
Bahrain				
Manama	A	–	–	–
Bangladesh				
Cox's Bazaar	D	X	–	–
Dhaka	C	–	–	–
Rangamati	E	X	–	–
Barbados				
Bridgetown	A	X (E)	–	–
Belarus				
Minsk	A	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Belize				
Belize City	A	X	–	–
Belmopan	A	X	–	–
Benin				
Cotonou	B	X (F)	–	–
Bhutan				
Thimphu	C	X	–	–
Bolivia (Plurinational State of)				
La Paz	A	–	–	–
Bosnia and Herzegovina				
Banja Luka	A	–	–	–
Sarajevo	A	–	–	–
Srebrenica	B	X	–	–
Botswana				
Dukwi	D	X	–	–
Gaborone	A	X	–	–
Brazil				
Brasília	A	–	–	–
Recife	A	X (E)	–	–
Rio de Janeiro	A	–	–	–
Sao Paulo	A	–	–	–
Burkina Faso				
Djibo	E	X	–	–
Dori	D	X	–	–
Ouagadougou	C	X (E)	–	–
Burundi				
Bujumbura	D	X	–	–
Gitega	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Makamba	D	X	–	–
Muyinga	D	X	–	–
Ngozi	D	X	–	–
Ruyigi	D	X	–	–
Cambodia				
Banteay Mean Chey	D	X	–	–
Battambang	C	X	–	–
Phnom Penh	B	–	–	–
Siem Reap	B	X	–	–
Cameroon				
Batouri	D	X	–	–
Bertoua	C	X	–	–
Djohong	E	X	–	–
Douala	A	X	–	–
Garoua	C	X (F)	–	–
Maroua	C	X	–	–
Meiganga	D	X	–	–
Yaoundé	B	X (F)	–	–
Cabo Verde				
Praia	B	X (F)	–	–
Central African Republic				
Bambari	E	X	–	–
Bangassou	E	X	–	–
Bangui	D	X	–	–
Berberati	E	X	–	–
Birao	E	X	–	–
Bossangoa/Soumbe	E	X	–	–
Bouar	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Bria	E	X	–	–
Kaga-Bandoro	E	X	–	–
Ndele	E	X	–	–
Obo	E	X	–	–
Paoua	E	X	–	–
Zemio	E	X	–	–
Chad				
Abeche	E	X	–	–
Am Djarass	E	X	–	–
Ati	E	X	–	–
Baga Sola	E	X	–	–
Bahai	E	X	–	–
Bir Nahr	E	X	–	–
Bol	E	X	–	–
Farchana	E	X	–	–
Gore	E	X	–	–
Gozbeida	E	X	–	–
Guereda	E	X	–	–
Hadjer Hadid	E	X	–	–
Haraze	E	X	–	–
Iriba	E	X	–	–
Koukou	E	X	–	–
Mao	E	X	–	–
Maro	E	X	–	–
Mongo	E	X	–	–
Moundou	E	X	–	–
Moussoro	E	X	–	–
N'Djamena	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Sarh	E	X	–	–
Chile				
Santiago	A	–	–	–
China				
Beijing	A	–	–	–
Shanghai	A	–	–	–
Colombia				
Apartado	C	X	–	–
Arauca	C	X	–	–
Barranquilla	A	X (E)	–	–
Bogotá	A	–	–	–
Bucaramanga	A	X (E)	–	–
Buenaventura	C	X	–	–
Cali	A	–	–	–
Cartagena	A	X (E)	–	–
Cucuta	A	X	–	–
Florencia	A	X	–	–
Medellin	A	–	–	–
Mocoa	C	X	–	–
Monteria	A	X	–	–
Pasto	B	X	–	–
Quibdo	C	X	–	–
Villavicencio	A	X	–	–
Comoros				
Moroni/Grande Comore	C	X	–	–
Congo				
Betou	E	X	–	–
Brazzaville	C	X (F)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Impfondo	D	X	–	–
Pointe-Noire	B	X (F)	–	–
Cook Islands				
Avarua	B	X	–	–
Costa Rica				
San José	A	–	–	–
Côte d'Ivoire				
Abengoura	D	X	–	–
Abidjan	B	–	–	–
Bondoukou	E	X	–	–
Bouaké	D	X	–	–
Daloa	D	X	–	–
Duékoué	D	X	–	–
Guiglo	D	X	–	–
Korhogo	E	X	–	–
Man	D	X	–	–
San Pedro	D	X	–	–
Tabou	C	X	–	–
Toulepleu	E	X	–	–
Yamoussoukro	C	X	–	–
Cuba				
Havana	B	X (E)	–	–
Democratic People's Republic of Korea				
Pyongyang	E	X	–	–
Democratic Republic of the Congo				
Ango Ango	E	X	–	–
Aru	E	X	–	–
Bandundu	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Beni	E	X	–	–
Bili	E	X	–	–
Bukavu	E	X	–	–
Bunia	E	X	–	–
Butembo	E	X	–	–
Dongo	E	X	–	–
Dungu	E	X	–	–
Gbadolite	D	X	–	–
Gemena	E	X	–	–
Goma	E	X	–	–
Kabalo	E	X	–	–
Kalemie	E	X	–	–
Kamina	D	X	–	–
Kananga	D	X	–	–
Kindu	E	X	–	–
Kinshasa	C	X (E and F)	–	–
Kisangani	D	X	–	–
Libenge	E	X	–	–
Lubumbashi	D	X	–	–
Mahagi	E	X	–	–
Matadi	D	X	–	–
Mbandaka	E	X (F)	–	–
Mboko	E	X	–	–
Mbuji-Mayi	E	X	–	–
Uvira	E	X	–	–
Zongo	E	X	–	–
Djibouti				
Ali Sabieh	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Djibouti	C	X (F)	–	–
Obock	D	X	–	–
Dominican Republic				
Santo Domingo	A	–	–	–
Ecuador				
Esmeraldas	C	X	–	–
Guayaquil	A	X (E)	–	–
Ibarra	A	X (S)	–	–
Lago Agrio (Sucumbios)	C	X	–	–
Quito	A	–	–	–
Egypt				
Alexandria	A	–	–	–
Cairo	A	–	–	–
Ismailia	A	X (A)	–	–
El Salvador				
San Salvador	B	–	–	–
Equatorial Guinea				
Malabo	D	X (F)	X	X
Eritrea				
Asmara	C	X (E)	–	–
Massawa	D	X	–	–
Ethiopia				
Addis Ababa	B	–	–	–
Assosa	D	X	–	–
Awassa/Sidamo	D	X	–	–
Degehabour	E	X	–	–
Dese	D	X	–	–
Dire Dawa	D	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Dollo Addo	E	X	–	–
Fugnido	E	X	–	–
Gambella	E	X	–	–
Gode	E	X	–	–
Itang	E	X	–	–
Jijiga	E	X	–	–
Kebridehar	E	X	–	–
Mekele	C	X	–	–
Nazareth	C	X	–	–
Semera	D	X	–	–
Shire/Endaselassie	D	X	–	–
Tongo	E	X	–	–
Fiji				
Suva	B	X (E)	–	–
Gabon				
Libreville	A	X (F)	–	–
Gambia				
Banjul	B	X (E)	–	–
Gaza				
Gaza Town	E	X	–	–
Georgia			–	
Gali	D	X	–	–
Sokhumi	C	X	–	–
Tbilisi	A	X (E)	–	–
Ghana				
Accra	A	–	–	–
Takoradi	B	X	–	–
Tamale	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Guatemala				
Guatemala City	B	–	–	–
Guinea				
Conakry	D	X (F)	X	X
Kankan	E	X	–	–
Nzerekore	E	X	–	–
Guinea-Bissau				
Bafatá	E	X	–	–
Bissau	D	X	X	X
Buba	E	X	–	–
Guyana				
Georgetown	B	X (E)	–	–
Haïti				
Cap-Haïtien	C	X	–	–
Fort-Liberté	D	X	–	–
Gonaïves	D	X	–	–
Jacmel	C	X	–	–
Les Cayes	D	X	–	–
Port-au-Prince	C	X (F)	–	–
Honduras				
Tegucigalpa	B	–	–	–
Hong Kong, China				
Hong Kong	A	–	–	–
India				
Bhopal	B	X	–	–
Bhubaneswar	B	X	–	–
Calcutta	A	X (E)	–	–
Hyderabad	A	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Jaipur	A	X	–	–
Lucknow	A	X	–	–
New Delhi	A	–	–	–
Patna	B	X	–	–
Indonesia				
Banda Aceh	C	X	–	–
Bandung	A	X	–	–
Bogor	A	X (E)	–	–
Denpasar	A	X	–	–
Gorontalo	C	X	–	–
Gunung Sitoli, Nias	D	X	–	–
Jakarta	A	X (E)	–	–
Jayapura (Irian Jaya/Papua)	D	X (E)	–	–
Makssar	A	X	–	–
Tanjung-Pinang	B	X	–	–
Yogyakarta	A	X	–	–
Iran (Islamic Republic of)				
Ahwaz	D	X	–	–
Dogharoun	E	X	–	–
Kerman	D	X	–	–
Mashad	D	X	–	–
Shiraz	C	X	–	–
Tehran	B	X (F)	–	–
Iraq				
Arbil/Erbil	D	X	–	–
Baghdad	E	X	–	–
Basrah	E	X	–	–
Dohuk	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Kirkuk	E	X	–	–
Sulaymaniah	E	X	–	–
Israel				
Tel Aviv	A	–	–	–
Tiberias	A	X	–	–
Jamaica				
Kingston	A	X (E)	–	–
Jerusalem				
Jerusalem	B	–	–	–
Jordan				
Amman	A	–	–	–
Azraq	B	X	–	–
Irbid	A	X	–	–
Mafraq	B	X	–	–
Kazakhstan				
Almaty	A	X (E)	–	–
Astana	B	X (E)	–	–
Kenya				
Alinjugur	E	X	–	–
Dadaab	E	X	–	–
Garissa	E	X	–	–
Kakuma	E	X	–	–
Kapenguria	D	X	–	–
Marsabit	D	X	–	–
Mombasa	B	X (E)	–	–
Nairobi	B	–	–	–
Kiribati				
Tarawa	C	X (E)	–	–

Duty station	Category	Additional education grant travel and reimbursement of boarding costs	Additional shipment of personal effects	Accelerated home leave
Kuwait				
Kuwait City	A	–	–	–
Kyrgyzstan				
Bishkek	B	X (E)	–	–
Osh	D	X	–	–
Lao People's Democratic Republic				
Luang Namtha	D	X	–	–
Luang Prabang	B	X	–	–
Oudomxay	D	X	–	–
Vientiane	B	–	–	–
Xam Neua	D	X	–	–
Lebanon				
Al Qoubaiyat (Kobayat)	B	X	–	–
Beirut	B	–	–	–
Tripoli	B	X (F)	–	–
Tyre (Sur)	C	X (F)	–	–
Zahle	B	X	–	–
Lesotho				
Maseru	C	X	–	–
Liberia				
Bopolu	E	X	–	–
Buchanan	E	X	–	–
Cestos City (River Cess)	E	X	–	–
Fishtown	E	X	–	–
Gbarnga	E	X	–	–
Greenville	E	X	–	–
Harper (Maryland County)	E	X	–	–
Kakata	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Monrovia	D	X	–	–
Robertsport	E	X	–	–
Tubmanburg	E	X	–	–
Voinjama	E	X	–	–
Zwedru	E	X	–	–
Macao, China				
Macao	A	X	–	–
Madagascar				
Antananarivo	B	X (F)	–	–
Antsirabe	A	X (F)	–	–
Fort-Dauphin	B	X (F)	–	–
Mahajanga (Majunga)	C	X (F)	–	–
Morondava	D	X (F)	–	–
Sambava	C	X	–	–
Toamasina (Tamatave)	B	X (F)	–	–
Toliara (Tulear)	C	X (F)	–	–
Malawi				
Blantyre	B	X	–	–
Lilongwe	C	X	–	–
Ntchisi	C	X	–	–
Malaysia				
Kuala Lumpur	A	–	–	–
Maldives				
Malé	B	X	–	–
Mali				
Bamako	C	X	–	–
Gao	E	X	–	–
Kayes	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Kidal	E	X	–	–
Koulikoro	D	X	–	–
Mopti	E	X	–	–
Sikasso	D	X	–	–
Tessalit	E	X	–	–
Tombouctou	E	X	–	–
Mauritania				
Bassikounou	E	X	–	–
Nema	E	X	–	–
Nouakchott	D	–	X	X
Mauritius				
Port Louis	A	–	–	–
Mexico				
Mexico City	A	–	–	–
Tapachula, Chiapas	B	X	–	–
Tenosique	C	X	–	–
Micronesia (Federated States of)				
Pohnpei (Ponape)	B	X	–	–
Mongolia				
Ulan Bator	B	–	–	–
Montenegro				
Podgorica	A	X (E)	–	–
Morocco				
Rabat	A	–	–	–
Mozambique				
Beira	D	X	–	–
Chimoio	C	X	–	–
Maputo	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Nampula	D	X	–	–
Myanmar				
Dawei	C	X	–	–
Hakha	C	X	–	–
Hpa-An	C	X	–	–
Laokai, Kokang Special Region 1	D	X	–	–
Loikaw	C	X	–	–
Mandalay	B	X (E)	–	–
Maungdaw	E	X	–	–
Maw-La-Myine	D	X	–	–
Myitkyina	D	X	–	–
Nay Pyi Taw	B	X	–	–
Pangkham	E	X	–	–
Sittwe	D	X	–	–
Taunggyi	B	X (E)	–	–
Yangon	B	–	–	–
Namibia				
Windhoek	A	X (E)	–	–
Nauru				
Yaren	D	X	–	–
Nepal				
Chautara	D	X	–	–
Damak	D	X	–	–
Gorkha	D	X	–	–
Kathmandu	C	X (E)	–	–
Nicaragua				
Bluefields	C	X	–	–
Managua	A	–	–	–

Duty station	Category	Additional education grant travel and reimbursement of boarding costs	Additional shipment of personal effects	Accelerated home leave
Niger				
Abala	E	X	–	–
Agades	E	X	–	–
Diffa	E	X	–	–
Maradi	E	X	–	–
Niamey	C	X (F)	–	–
Ouallam	E	X	–	–
Tahoua	D	X	–	–
Tillabery	E	X	–	–
Zinder	D	X	–	–
Nigeria				
Abuja	C	X (E)	–	–
Bauchi	E	X	–	–
Damaturu	D	X	–	–
Enugu	C	X	–	–
Kaduna	D	X	–	–
Kano	D	X	–	–
Katsina	D	X	–	–
Lagos	C	–	–	–
Maiduguri	D	X	–	–
Minna	D	X	–	–
Port Harcourt	C	X	–	–
Sokoto	E	X	–	–
Yola	D	X	–	–
Niue				
Alofi	B	X	–	–
Occupied Syrian Golan				
Occupied Syrian Golan	C	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Oman				
Muscat	A	–	–	–
Pakistan				
Hyderabad	D	X	–	–
Islamabad	D	X	–	–
Karachi	D	X	–	–
Lahore	D	X	–	–
Peshawar	E	X	–	–
Quetta	E	X	–	–
Rahim Yar Khan	D	X	–	–
Sukkur	D	X	–	–
Palau				
Koror	A	X	–	–
Panama				
Panama City	A	–	–	–
Papua New Guinea				
Alotau	D	X (E)	–	–
Buka	E	X	–	–
Kokopo	D	X	–	–
Madang	D	X	–	–
Port Moresby	D	X (E)	–	–
Paraguay				
Asunción	A	–	–	–
Peru				
Lima	A	–	–	–
Philippines				
Borongan (Guiuan)	E	X	–	–
Cebu City	A	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Cotabato City	D	X	–	–
Davao City	A	X (E)	–	–
Manila	A	–	–	–
Nabunturan	C	X	–	–
Roxas	C	X	–	–
Tacloban	C	X	–	–
Qatar				
Doha	A	–	–	–
Republic of Korea				
Ansan	A	X	–	–
Seoul	A	–	–	–
Republic of Moldova				
Chisinau	A	X	–	–
Russian Federation				
Moscow	A	–	–	–
Rwanda				
Butare	C	X	–	–
Byumba	C	X	–	–
Gisenye	C	X	–	–
Kibuye	C	X	–	–
Kigali	A	X	–	–
Kirehe	C	X	–	–
Samoa				
Apia	C	X	–	–
Sao Tome and Principe				
Sao Tome	B	X	–	–
Saudi Arabia				
Al-Hofuf	B	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Al-Jouf (Sakaka)	C	X	–	–
Jeddah	A	–	–	–
Najran	B	X	–	–
Riyadh	A	–	–	–
Wadi Jizan (Gizan)	B	X	–	–
Senegal				
Dakar	A	–	–	–
Ziguinchor	C	X (F)	–	–
Serbia				
Belgrade	A	–	–	–
Mitrovica	B	X	–	–
Pristina	A	X	–	–
Seychelles				
Mahé/Port Victoria	A	–	–	–
Sierra Leone				
Freetown	D	X	X	X
Kenema	E	X	–	–
Makeni	E	X	–	–
Singapore				
Singapore	A	–	–	–
Solomon Islands				
Honiara	C	X	–	–
Somalia				
Baidoa	E	X	–	–
Belet Uen	E	X	–	–
Berbera	E	X	–	–
Boosaaso (Bender Cassim)	E	X	–	–
Dolow	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Galkacyo	E	X	–	–
Garowe	E	X	–	–
Hargeisa	E	X	–	–
Kisimaio	E	X	–	–
Mogadishu	E	X	–	–
South Africa				
Cape Town	A	X (E)	–	–
Johannesburg	A	–	–	–
Musina	B	X	–	–
Pretoria	A	–	–	–
South Sudan				
Aweil	E	X	–	–
Bentiu	E	X	–	–
Bor	E	X	–	–
Bunj	E	X	–	–
Ezo	E	X	–	–
Jam Jang	E	X	–	–
Juba	E	X	–	–
Kapoeta	E	X	–	–
Kuajok	E	X	–	–
Malakal	E	X	–	–
Melut	E	X	–	–
Mingkaman	E	X	–	–
Pibor	E	X	–	–
Rumbek	E	X	–	–
Torit	E	X	–	–
Wau	E	X	–	–
Wunrok	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Yambio	E	X	–	–
Yei	E	X	–	–
Yirol	E	X	–	–
Sri Lanka				
Batticaloa	C	X	–	–
Colombo	A	–	–	–
Jaffna	B	X	–	–
Kilinochchi	D	X	–	–
Vavuniya	B	X	–	–
St. Lucia				
Castries	A	X	–	–
Sudan				
Abyei	E	X	–	–
Buram	E	X	–	–
Damazine	D	X	–	–
Ed Daein	E	X	–	–
El Fasher	E	X	–	–
El Geneina	E	X	–	–
El Obeid	E	X	–	–
El Sireaf	E	X	–	–
Forobaranga	E	X	–	–
Graida	E	X	–	–
Habila	E	X	–	–
Kabkabiya	E	X	–	–
Kadugli	E	X	–	–
Kassala	E	X	–	–
Khartoum	C	X (E)	–	–
Khashm El Girba	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Khor Abeche	E	X	–	–
Korma	E	X	–	–
Kosti	E	X	–	–
Kutum	E	X	–	–
Labado	E	X	–	–
Malha (Malha Wells)	E	X	–	–
Masteri	E	X	–	–
Mellit (Mallit)	E	X	–	–
Merawi	E	X	–	–
Morni	E	X	–	–
Muhajiriya	E	X	–	–
Mukjar	E	X	–	–
Nertiti	E	X	–	–
Nyala	E	X	–	–
Port Sudan	C	X	–	–
Saraf Umra (Omra)	E	X	–	–
Seleah (Seleia)	E	X	–	–
Shaeria	E	X	–	–
Shangal Tobaye	E	X	–	–
Sortony	E	X	–	–
Tawilla (Tawilah)	E	X	–	–
Tine	E	X	–	–
Um Baro	E	X	–	–
Um Kaddada	E	X	–	–
Zalingei	E	X	–	–
Zam Zam	E	X	–	–
Suriname				
Paramaribo	B	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Swaziland				
Mbabane	A	X (E)	–	–
Syrian Arab Republic				
Aleppo	E	X	–	–
Damascus	E	X (F)	–	–
Daraa	E	X	–	–
Homs	E	X	–	–
Qamishli	E	X	–	–
Tartous	E	X	–	–
Tajikistan				
Dushanbe	C	X (E)	–	–
Thailand				
Bangkok	A	–	–	–
Hat Yai	B	X	–	–
Ban Mae Sot	C	X	–	–
Kanchanaburi	A	X	–	–
Mae Hong Son	C	X	–	–
Mae Sariang	C	X	–	–
The former Yugoslav Republic of Macedonia				
Skopje	A	X (E)	–	–
Timor-Leste				
Becau	D	X	–	–
Dili	C	X (E)	–	–
Maliana	D	X	–	–
Oecussi	E	X	–	–
Same	E	X	–	–
Suai	E	X	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Togo				
Lomé	B	–	–	–
Tonga				
Nuku Alofa	B	X	–	–
Trinidad and Tobago				
Port of Spain	A	X (E)	–	–
Tunisia				
Tunis	A	–	–	–
Zarzis	A	X (F)	–	–
Turkey				
Ankara	A	–	–	–
Antakya (Hatay)	B	X	–	–
Gaziantep	B	X	–	–
Istanbul	A	–	–	–
Mersin	A	X	–	–
Van	C	X	–	–
Turkmenistan				
Ashgabad	D	X (E)	X	X
Tuvalu				
Funafuti	C	X	–	–
Uganda				
Adjumani	E	X	–	–
Arua	C	X	–	–
Bundibugyo	D	X	–	–
Gulu	C	X	–	–
Hoima	E	X	–	–
Kaabong	E	X	–	–
Kampala	B	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Kiryandongo	D	X	–	–
Kisoro	D	X	–	–
Kitgum	D	X	–	–
Kotido	E	X	–	–
Kyaka II	E	X	–	–
Kyangwali	D	X	–	–
Lira	D	X	–	–
Mbarara	C	X	–	–
Moroto	E	X	–	–
Nakivale	E	X	–	–
Pader	E	X	–	–
Rwamwanja	E	X	–	–
Soroti	C	X	–	–
Ukraine				
Dnipropetrovsk	A	X	–	–
Donetsk	D	X	–	–
Kharkiv	A	X	–	–
Kherson	A	X	–	–
Kiev	A	–	–	–
Kramatorsk	C	X	–	–
Mariupol	C	X	–	–
Odessa	A	X	–	–
Severodonetsk	C	X	–	–
United Arab Emirates				
Abu Dhabi	A	–	–	–
Dubai	A	–	–	–
United Republic of Tanzania				
Arusha	A	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Dar es Salaam	B	X (E)	–	–
Kasulu	E	X	–	–
Kibondo	D	X	–	–
Kigoma	E	X	–	–
Moshi	C	X (E)	–	–
Mpanda	E	X	–	–
Tabora	C	X	–	–
Zanzibar	C	X	–	–
Uruguay				
Montevideo	A	–	–	–
Uzbekistan				
Tashkent	B	X (E)	–	–
Vanuatu				
Port Vila	B	X	–	–
Venezuela (Bolivarian Republic of)				
Caracas	B	–	–	–
Guasdualito	C	X	–	–
Maracaibo	A	X (E)	–	–
San Cristobal	A	X	–	–
Viet Nam				
Hanoi	A	–	–	–
Ho Chi Minh City	A	–	–	–
Hue City	C	X	–	–
Tam Ky	D	X	–	–
West Bank				
East Jerusalem	B	–	–	–
Ramallah	B	X (E)	–	–

Duty station	*Category*	*Additional education grant travel and reimbursement of boarding costs*	*Additional shipment of personal effects*	*Accelerated home leave*
Western Sahara				
Laayoune	C	X	–	–
Yemen				
Aden	E	X	–	–
Ahwar	E	X	–	–
Amran	E	X	–	–
Haradh	E	X	–	–
Hodeidah	E	X	–	–
Kharaz	E	X	–	–
Maifaa	E	X	–	–
Sa'ada	E	X	–	–
Sana'a	E	X	–	–
Seiyun	E	X	–	–
Zambia				
Kaoma	D	X	–	–
Lusaka	A	X (E)	–	–
Solwezi	D	X	–	–
Zimbabwe				
Harare	C	–	–	–

Abbreviations: A, Arabic; E, English; F, French; S, Spanish.

Annex III

Countries having duty stations at which staff qualify for reimbursement by organizations of the costs of basic medical examinations for accompanying eligible family members, as at 1 July 2016

Afghanistan
Angola
Bhutan
Burundi
Cambodia
Central African Republic
Chad
Comoros
Congo
Democratic People's Republic of Korea
Equatorial Guinea
Ethiopia
Fiji
Guinea
Guinea-Bissau
Haiti
Iraq
Kiribati
Kyrgyzstan
Lao People's Democratic Republic
Liberia
Madagascar
Malawi
Mali
Mauritania
Micronesia (Federated States of)
Niger
Niue
Palau
Papua New Guinea
Samoa
Sao Tome and Principe
Sierra Leone
Solomon Islands
Somalia
South Sudan
Syrian Arab Republic
Timor-Leste
Turkmenistan
Vanuatu
Yemen
Zimbabwe

United Nations ST/IC/2016/15

Secretariat

22 July 2016

Information circular*

To: Members of the staff

From: The Assistant Secretary-General for Human Resources Management

Subject: **United Nations mandatory programmes**

1. The purpose of the present information circular is to inform staff about the current mandatory programmes for staff members of the United Nations Secretariat. The aim of mandatory programmes is to build a common foundation of knowledge and promote a shared organizational culture among staff of the Organization.

2. In June 2014, the Management Committee approved the establishment of the Mandatory Programmes Working Group as the new coordination mechanism for mandatory programmes for staff members across the Secretariat.

3. In 2015, the Mandatory Programmes Working Group reviewed the submissions for new mandatory programmes and recommended two new programmes for approval by the Management Committee. The Committee has approved the following online courses as mandatory programmes for all staff across the Secretariat regardless of their level, function or duty station:

(a) United Nations human rights responsibilities;

(b) I know gender: an introduction to gender equality for United Nations staff.[1]

4. Staff members are to complete the new mandatory programmes within six months of the issuance of the present information circular or, in the case of new staff members, within six months of joining the Organization. Supervisors and heads of departments and offices are responsible for ensuring compliance with mandatory training requirements and shall allocate sufficient time for staff members to complete mandatory training as part of their official duties.

5. The annex to the present information circular contains the complete list of mandatory training programmes for staff members of the United Nations Secretariat. All mandatory programmes should be completed within six months of joining the Organization. More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

* The present circular will be in effect until further notice.

[1] With the exception of the staff of the Office of the United Nations High Commissioner for Human Rights, for which the online course "Gender equality and me" remains mandatory for the time being.

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Annex

List of mandatory training programmes

More information can be found on the human resources portal (https://hr.un.org/page/mandatory-learning).

Mandatory courses for all staff members

Basic security in the field: staff safety, health and welfare
Prevention of workplace harassment, sexual harassment and abuse of authority in the workplace
HIV/AIDS in the workplace orientation programme[a]
Ethics and integrity at the United Nations
Information security awareness (foundational)
United Nations human rights responsibilities
I know gender (three core modules)

In addition to the above mandatory courses for all staff members, there are additional requirements depending on the role, category/level or duty station of the staff member:

Mandatory training for all supervisors

Performance management and development learning Programme for managers and supervisors

Mandatory training for staff members at the P-4 and P-5 levels

Management development programme

Mandatory training for staff members at the D-1 and D-2 levels

Leadership development programme

Mandatory training for staff members at the Assistant Secretary-General and Under-Secretary-General levels

Induction programme for senior leaders

Mandatory training for staff participating in interview panels

Competency-based selection and interviewing skills

Mandatory training for staff members in procurement

The fundamentals of procurement
Ethics and integrity in procurement
Best value for money
Overview of the Procurement Manual

[a] The programme is available online or as a half-day instructor-led programme. Completion of either version of the programme meets the requirement outlined in ST/SGB/2007/12.

Mandatory training for staff travelling to non-headquarters duty stations and missions

Advanced security in the field

Mandatory training for staff deploying to field missions led by the Department of Peacekeeping Operations up to and including the D-1 level

Civilian predeployment training

Mandatory training for all staff arriving in a peacekeeping mission

Mission-specific induction training

Mandatory training for all staff arriving in a duty station where Safe and secure approaches in field environments is a training requirement

Safe and secure approaches in field environments

Mandatory training for newly appointed senior leaders in peacekeeping operations at the D-2, Assistant Secretary-General and Under-Secretary-General levels

Senior leadership programme